

## TRUTH IN LENDING LOAN WORKSHEET INSTRUCTIONS

One worksheet should be completed for each loan file reviewed. This includes instalment loan files and real estate loan files. Any area found to be in violation should be described in the "VIOLATIONS" section of worksheet and highlighted or marked in red. The examiner should also make copies of any documents found to have violations and attach them to the worksheet.

1. Enter name of borrower
2. Enter loan type (for example, Instalment, Time, Demand)
3. Enter borrower's property address
4. Enter loan number
5. Enter census tract
6. Enter loan date
7. Enter loan purpose (for example, Purchase car, Purchase home, Home refinance, Construction, etc.)
8. Enter application date
9. Enter collateral (for example, Car, Real Estate, Unsecured, etc.)
10. Enter loan officer's name, number, or initials.

Answer the following (YES/NO/NA):

11. Does the Truth in Lending (TIL) disclosure meet all regulatory requirements?
12. Does the TIL re-disclosure meet all regulatory requirements?
13. Is the Itemization of Amount Financed properly calculated and completed?

Enter the following information.

14. Enter the disclosed Annual Percentage Rate (APR) from the TIL disclosures.
15. Enter the calculated APR from the Office of Comptroller (OCC) APR computer program.
16. Enter the disclosed Finance Charge from the TIL disclosures.
17. Enter the calculated Finance Charge from the OCC's APR computer program.
18. Enter the Interest rate from the Contract Note.
19. Enter those prepaid finance charges examiners will need to complete other worksheets. (For example, points, disbursement fees, etc.)
20. Enter loan terms (for example, Number, Amount, and Timing of Payments).
21. Was a written application completed and was all required information obtained. (YES/NO/NA)
22. Do contracts and banking practices comply with Regulation AA, Credit Practices Rule requirements. (YES/NO/NA)  
(NOTE: The examiner need only complete this entry for the portion of the sample being reviewed for this regulation.)
23. Do disclosures comply with Preservation of Consumer Claims and Defenses Act and contain a holder in Due Course Notice? (Dealer loans and referrals)(YES/NO/NA)  
(NOTE: The examiner need only complete this entry for the portion of the sample being reviewed for this regulation.)

Comments:

This area is provided for the examiner to comment on any issues identified during the loan file review. In addition, other areas of the regulations the examiner wishes to track may be noted in this space (for example, Pre-paids, and all other matters the examiner wishes to monitor or document).

Violations:

The examiner should detail all violations identified during the loan file review. This will include violations on other attached loan sheets in areas such as RESPA, ECOA, Fair Housing, etc.

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| 24. Enter financial institution's name. | 25. Enter examination date.                                       |
| 26. Enter certificate number.           | 27. Enter name of Examiner-in-Charge.                             |
| 28. Enter branch location.              | 29. Enter the name of the examiner who performed the file review. |